

From: "Amy Hood" <amy@wtdcpa.com>  
To: "Janice Jones" <jjones@memphiscrime.org>  
CC: "Lee Hood" <lee@wtdcpa.com>  
"William Gibbons \ (wgibbons\)" <wgibbons@memphis.edu>  
"Sharon Walker" <swalker@memphiscrime.org>  
Date: 2/22/2017 7:24:48 PM  
Subject: Re: Request for Revenue and Expense Codes

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Janice,

To maintain an accurate Accounts Receivable ledger, we need to make sure we have all of the invoices recorded on our end as soon as they are issued. If the invoices are issued in one month and paid in the next, it creates a timing difference and does not reflect a correct balance of what is owed to MSCC. This is why we ask for the invoice copies when issued and not when the payment has been received. Hope I'm making sense. Call me tomorrow if you have any questions. Thanks!

On Feb 22, 2017, at 3:57 PM, Janice Jones <jjones@memphiscrime.org> wrote:

Amy, the invoices were sent out through Blair's office on our behalf. I will contact her office to get copies. Also, as the revenue comes in, the appropriate invoice will be attached to the deposit.

Janice

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From: Amy Hood [mailto:amy@wtdcpa.com]  
Sent: Wednesday, February 22, 2017 3:40 PM  
To: Janice Jones <jjones@memphiscrime.org>  
Cc: Lee Hood <lee@wtdcpa.com>; Carol Bell <carol@wtdcpa.com>; William Gibbons (wgibbons) <wgibbons@memphis.edu>; Sharon Walker <swalker@memphiscrime.org>  
Subject: Re: Request for Revenue and Expense Codes

Janice,

Can you send me copies of the invoices to input on our end? I'll email you the account codes tomorrow. Thanks!

On Feb 22, 2017, at 2:32 PM, Janice Jones <jjones@memphiscrime.org> wrote:

Amy,

MSCC is undertaking a new project, Major Jim Strickland's Recruit/Retain Initiative. The funds for this program are to be maintained in a separate account. Please assign a revenue and expense code for this project. Invoices have already been sent out and funds are expected as early as next week.

If you have any questions, please let us know.

Thank you,

Janice

## Janice E. Jones

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